



Cuyahoga County Personnel Review Commission Eligibility List

Classification: Workforce Analyst
Appointing Authority: Department of Development
Examination Date(s): November 2, 2018
Date List Established: November 13, 2018
Date List Expires: November 12, 2019
Status: Competitive
Examination Maximum Score: 106.5 Points
Examination Passing Score: 88 Points

<u>Rank</u>	<u>Last Name</u>	<u>First Name</u>	<u>Score</u>
1.	Cavanagh	Kevin	95.5
2.	Williams	Nicole	95.0
3.	Shade	Rebecca	90.5



CUYAHOGA COUNTY ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Workforce Analyst

Department of Development

Location: Workforce Innovation
2079 East 9th St
Cleveland, OH 44115

Salary: \$44,532.80 - \$50,876.60

Hourly Rate: \$21.41 - \$24.47

Pay Range: 8

Reports to: Deputy Director

Hours: 8:30 AM - 4:30 PM

Monday - Friday

This position is subject to civil service examination. Exam information will be sent to qualified applicants at a later date. If you wish to request military service credit, please email PRCEmploymentTesting@cuyahogacounty.us by the end of the application period. All communications about testing will be made via email, using the address on your online profile. You must monitor your email for communications about testing and important deadlines.

REQUIREMENTS: Bachelor's Degree in Human Resources, Industrial/Organizational Psychology, or related degree and one (1) year of experience in human resources, training, industrial/organizational psychology or related field; or any equivalent combination of training and experience. Valid Ohio driver license, proof of automobile insurance, and a reliable vehicle.

RESPONSIBILITIES: Develops training option reports ("roadmap") to present to companies; researches training providers and credentialing options; determines the most appropriate training or credential; specifies on-the-job training statements for each job duty; conducts short-form job analyses and writes up job descriptions; creates reports detailing information gathered from research; reviews and edits reports with deputy director before and after presentations. Provides support on talent and workforce development projects; gives input on design and delivery of programs and services to employers, residents, and providers; conducts research on best practices in training, career pathways, and other workforce concepts; creates reports of training provider and credentialing options; provides support to talent advisors with research and information regarding roadmap; provides input regarding marketing efforts and SkillUp service. Presents roadmaps to companies and businesses; responds to follow-up questions regarding training and roadmaps; develops training plans for companies based on selected roadmap. Performs related administrative responsibilities; prepares various reports, records, and other documents; performs basic data entry duties; responds to emails and phone calls; attends various trainings and meetings.

APPLICATION PROCEDURE: Please complete an on-line profile. Applications and resumes will only be accepted through the on-line process. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

Applications must be received by 4:30 pm, September 28, 2018

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Department of Human Resources/ADA Coordinator at (216) 443-7190.

Please note that this position may be subject to an oath of office and/or bonding requirements pursuant to Chapter 107 of the Cuyahoga County Code.

Equal Opportunity Employer - Smoke-free and Drug-free Workplace.

Visit our website: www.cuyahogacounty.us

Posted: 08/27/2018